



Town of Wilmington

121 Glen Road, Wilmington, MA 01887-3597

Application for Employment

The Town of Wilmington is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:			Date of Application:		
How Did You Learn About The Position?					
_____ Advertisement		_____ Friend		_____ Walk-In	
_____ Employment Agency		_____ Relative		_____ Other _____	
Last Name:		First Name:		Middle Name:	
Address:	Number	Street	City	State	Zip Code
Telephone Number(s):			Social Security Number:		

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ Yes _____ No

Have you previously sought employment with the Town of Wilmington? _____ Yes _____ No

If Yes, give date(s) _____

Have you ever been employed by the Town? _____ Yes _____ No

If Yes, give dates _____

Are you currently employed? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? _____ Yes _____ No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: _____ Full Time _____ Part Time _____ Evenings/Weekends _____ Temporary

Are you currently on "lay-off" status and subject to recall? _____ Yes _____ No

Have you been convicted of a felony within the last seven (7) years? _____ Yes _____ No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

1.	<i>Employer</i>		<i>Dates Employed</i>		<i>Work Performed</i>
	<i>Address</i>		<i>From</i>	<i>To</i>	
	<i>Telephone Number(s)</i>				
	<i>Job Title</i>	<i>Supervisor</i>	<i>Hourly Rate / Salary</i>		
	<i>Reason for Leaving</i>		<i>Starting</i>	<i>Final</i>	
2.	<i>Employer</i>		<i>Dates Employed</i>		<i>Work Performed</i>
	<i>Address</i>		<i>From</i>	<i>To</i>	
	<i>Telephone Number(s)</i>				
	<i>Job Title</i>	<i>Supervisor</i>	<i>Hourly Rate / Salary</i>		
	<i>Reason for Leaving</i>		<i>Starting</i>	<i>Final</i>	
3.	<i>Employer</i>		<i>Dates Employed</i>		<i>Work Performed</i>
	<i>Address</i>		<i>From</i>	<i>To</i>	
	<i>Telephone Number(s)</i>				
	<i>Job Title</i>	<i>Supervisor</i>	<i>Hourly Rate / Salary</i>		
	<i>Reason for Leaving</i>		<i>Starting</i>	<i>Final</i>	

If you need additional space, please continue on a separate sheet of paper or attach resumé.

Special Skills and Qualifications

Summarize special job related skills and qualifications acquired from employment or other experiences.

EDUCATION

	High School				Undergraduate College/ University				Graduate/Professional			
School Name and Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, coursework or apprenticeships												
Describe any professional/skilled certifications or licenses that you have obtained, that you are eligible to obtain or that you are seeking.												

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status:

Which, if any, foreign languages do you speak, read and/or write? _____

Have you ever had any job-related training in the United States military? _____ Yes _____ No

If Yes, please describe: _____

Attach resume or state any information you feel may be helpful to us in considering your application: _____

REFERENCES

Give name, address and telephone number of three references who are not related to you.

1. _____
2. _____
3. _____

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS.

Government contractors are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be identified, please sign below.

_____ Handicapped Individual

_____ Disabled Veteran

_____ Vietnam Era Veteran

Signed: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize the Town of Wilmington to undergo a CORI evaluation in conjunction with my application for employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR EMPLOYER'S USE ONLY

Arrange Interview _____ Yes _____ No Interviewer _____ Date _____

Remarks _____

Employed _____ Yes _____ No Date of Employment _____

Job Title _____ Department _____

Hourly Rate/Salary \$ _____

By: _____

Name and Title

Date